

REQUEST FOR INFORMATION

MASSACHUSETTS INTERNATIONAL TRADE COUNCIL, INC.
10 PARK PLAZA, SUITE 4510
BOSTON, MA 02116

JUNE 15, 2006

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RFI TITLE: INTERNATIONAL FIELD OFFICE, SOUTHERN CONE
CONTACT PERSON: ELLEN SCHNEIDER

1. DESCRIPTION OF PROCUREMENT

The Massachusetts International Trade Council, Inc. is seeking the services of interested parties that would be responsible for establishing, maintaining, staffing and operating an office in the Southern Cone to increase trade between the region and Massachusetts in the area of both exports and attracting foreign direct investment into the Commonwealth; consultant shall work to increase the trade and exports of Massachusetts' companies and to attract foreign direct investment into the Commonwealth.

At this time we are soliciting requests for information from interested parties.

2. GENERAL CONTRACT REQUIREMENTS:

All parties should complete, execute, and return the MITCI Terms and Conditions and related documentation with their proposal. Execution of a contract with a selected vendor is subject to negotiation relative to the scope of service, special contract provisions and compensation.

RFI – Required Specifications

Unless otherwise specified in this RFI, all communications, responses and documentation must be in English, all measurements must be provided in feet, inches, and pounds, and all cost proposals or figures in US currency. All response must be submitted in accordance with the specific terms of the RFI. No electronic responses may be submitted.

Reasonable Accommodation. Interested parties with disabilities or hardships that seek reasonable accommodation must communicate such requests in writing to the contact person. Requests for accommodation must submit a written statement which describes the bidder's disability the requested accommodation to the contact person for the RFI. MITCI reserves the right to reject unreasonable requests.

Public Records. All responses and information submitted in response to this RFI are subject to the Massachusetts Public Records Law, M.G.L. Chapter 66, Section 10 and to Chapter 4, Section 7, Subsection 26. Any statements in submitted response that are inconsistent with these statutes shall be disregarded.

Costs. Costs which are not specifically identified in the interested party's response, and accepted by a department as part of a contract, will not be compensated under any contract awarded pursuant to this RFI. Neither MITCI nor the Commonwealth will be responsible for any costs or expenses incurred by bidders responding to this RFI.

3. EXPECTED DURATION OF CONTRACT(S):

Initial Contract Duration (tentative)	July 15, 2006 – July 15, 2007
Option to renew	One year option to renew (subject to performance and appropriate)

4. ANTICIPATED EXPENDITURES, FUNDING OR COMPENSATION FOR EXPECTED DURATION:

Consultant shall be paid the sum of \$4,000 per month from July 15, 2006 – June 15, 2007 and provide a detailed accounting of this fee. The total obligation shall not exceed \$48,000. The funds shall be expended by Consultant in accordance with all applicable laws and regulations and all policies and procedures of MITCI. Travel and hotel expenses must be approved by the president of MITCI prior to actual travel.

5. CONTRACT AND PERFORMANCE SPECIFICATIONS, EVENTS AND DELIVERABLES.

It shall be the responsibility of the Consultant to work on a regular basis with the MITCI Boston office, to report on leads and pipeline projects for both exports and foreign direct investment, to track all leads in Salesforce.com tracking system if applicable, and to identify opportunities for Massachusetts firms. If aforementioned outcomes are not satisfactory at expiration of contract, contract can be terminated with two-week advance notice.

The Consultant shall focus specifically on the following:

1. Identify opportunities for exports and partnerships including:
 - a. Marketing background on particular sectors
 - b. Government and private procurement needs
 - c. Trade shows
 - d. Match-making opportunities
2. Identify opportunities for Foreign Direct Investment from the Southern Cone
3. Managing Existing Lead Pipeline:
 - a. Current FDI and Export leads will be tracked and categorized in appropriate Excel or Salesforce.com system. Reporting on pipeline via regular conference call with Boston.
4. Developing collateral and website with links, resources, and Spanish/Portuguese/English coverage.

6. ELIGIBILITY CRITERIA:

Parties are eligible if they meet all of the following criteria:

- Demonstrated experience in developing and implementing all services specified in Section 5;
- Extensive knowledge of the Southern Cone's market's industries and demonstrated experience working in or with private sector;
- Experience developing marketing plan;
- Demonstrated experience with trade show participation, both hosting pavilion and firms, and soliciting information;
- Demonstrated experience designing and implementing match-making opportunities in country including individual country outreach and needs as well possible as larger group travel with variety of needs;
- Staff that is fluent in written and spoken English;
- Actual field office/location in the region, preferably Santiago, Chile, and Sao Paulo, Brazil;
- Familiarity with Massachusetts' primary exports, industry clusters, and incentive programs is preferred.

7. ELEMENTS OF PROPOSAL SUBMISSION:

Interested parties must submit the following information as part of their response:

- Narrative outline of a proposed action plan, consisting of consecutive period plans including itemized budget and relevant details that would address items in Section 5.
- A full agency profile, including names and credentials of principles, ownership, number of years in operation; location of office(s) and services offered directly by agency personnel;
- A list of current and past clients, including all public sector and non-profit clients;
- At least three client references, from the past two years, for the types of services solicited here. For each client, supply the name, phone and fax number of a person who must have direct knowledge of your company's capability to provide these services;
- Documentation of successful programs developed and implemented for current or past clients over the most recent three years;
- A list of contracts with the Commonwealth of Massachusetts or other governmental agencies or departments, whether within the United States or any other country;

8. EVALUATION CRITERIA:

Information responses will be evaluated by an Advisory Board, reporting to the President of MITCI, and based on:

- Documented ability of the prospective contractor to meet RFI eligibility requirements;
- Evaluated cost and effectiveness of the prospective contract's budget and plan of action, inclusive of matching funds;
- Overall responsiveness of the proposal to the RFI;

MITCI reserves the right to requests further clarification of any proposal submitted. The information submitted in response to such requests for clarification may be considered as factors in the awarding of this contract.

9. GENERAL ADMINISTRATIVE AND SUBMISSION INFORMATION:

Submission: Interested parties should submit one (1) original and three (3) copies of their proposal to the contact person and address listed above and clearly marked “**RFI – International Office, Southern Cone**”.

Questions: Email any questions to Ellen Schneider, at ellen.schneider@state.ma.us. Questions and answers are available upon written request.

Selection Timetable: Applicants will be contacted on or about July 1, 2006.